

DRAFT

CONFIDENTIAL
January 21, 1948

MEMORANDUM TO ASSISTANT DIRECTOR FOR OPERATIONS

SUBJECT: Filing Operations and Table of Organization, FBIS

REFERENCE: Memoranda of 5 and 6 December 1947 from Assistant Director for Operations to Executive for Administration and Management, Subject: Organization of Filing by FBIS Office of Operations and Revision of T/O.

1. In view of its marginal value in proportion to the cost of filing, it is undesirable that monitored broadcast material not transmitted by teletype to the FBIS departmental office continue to be mailed to that office. Effective immediately any of this material now, or in the future, on hand at the FBIS departmental office shall be disposed of in accordance with the CIA regulations. FBIS field offices will act as the repository for such material.

2. Material transmitted by teletype from FBIS field offices will be held in the departmental office for immediate reference and after a reasonable period disposed of in accordance with CIA regulations.

3. To provide personnel for temporary simple filing of this material and retained copies of FBIS publications, the Table of Organization for FBIS, O/O, dated 10 April 1947 is amended as follows:

Administrative Office -

Add:

1 File Clerk	CAP-5
1 File Clerk	CAP-5

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


**Executive for
Administration and Management**

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cc: Personnel Branch (2)
Budget & Finance Br. (1)
FBIS (1)

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